

# FIT 4 HORIZON 2020



## GUIDELINES

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## FIT 4 HORIZON 2020 – GUIDELINES

### What is *Fit 4 Horizon 2020*?

*Fit 4 Horizon 2020* is an initiative of Luxinnovation, supported by the Ministry of the Economy. It aims to enable companies to reduce the risks associated with the submission of project proposals to the EU's framework programme for research and innovation, [Horizon 2020](#).

*Fit 4 Horizon 2020* provides support to Luxembourg-based companies to cover part of the costs of submitting a Horizon 2020 proposal.

In addition to financial assistance, *Fit 4 Horizon 2020* offers:

- Reinforced assistance prior to the start of the project, with the support of an approved consultancy company when setting up the project as a coordinator
- Evaluation by national experts of the project proposal before submission

### Eligible companies

**In order to benefit from this programme, companies must:**

- Have activities located in the Grand Duchy of Luxembourg
- If applying for a Research & Innovation Action (RIA)/Innovation Action (IA), be composed of **at least 3 FTE employees** (large enterprises and SMEs)
- If applying for an SME instrument Phase 2, be composed of **at least 1 FTE employee** (SME)
- Participate in a European project, and provide the proof of the Horizon 2020 proposal submission

**The following organisations cannot benefit directly from the programme:**

- European/Luxembourg R&D and innovation project consulting companies, when they participate as partners not contributing to the scientific and technical tasks of the project.

### Eligible costs and eligible Horizon 2020 instruments

The eligible costs are:

- The costs of a consultant
- The time spent on drafting the project
- The costs for travels to proposal preparation meetings
- Costs to host these meetings

Eligible Horizon 2020 instruments are:

- Research & Innovation Action (RIA)
- Innovation Action (IA)
- SME instrument Phase 2

In case the submission is in two stages, only the second stage is eligible.

## How the programme works

### Funded instruments

*Fit 4 Horizon 2020* includes two alternatives for companies applying for aid related for a Research & Innovation Action or Innovation Action:

- If the beneficiary company is the project **coordinator**, it can benefit from financial aid of up to 5% of the foreseen budget in the project (maximum €15,000). If the company has no prior Horizon 2020 co-ordination experience, it must commit to collaborating with a consulting firm specialising in European RDI programmes.
- If the beneficiary company is a project **partner**, it can benefit from financial aid of up to 5% of the foreseen budget in the project (maximum € 5,000). Only SMEs are eligible.

	RIA/IA COORDINATOR	RIA/IA PARTNER	SME INSTRUMENT PHASE 2
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Large group	Eligible	Non eligible	Non eligible
SME	Eligible	Eligible	Eligible

For the SME Instrument Phase 2:

- Luxembourg SMEs can benefit from an aid of €3,000.

Collaboration with Luxinnovation towards the submission of a Horizon 2020 proposal is an eligibility condition for the *Fit 4 Horizon 2020* aid.

### Cumulative maximum of aid

A company can receive a maximum of **€40,000** of financial aid for the entire Horizon 2020 framework programme (2014 - 2020).

### Contact

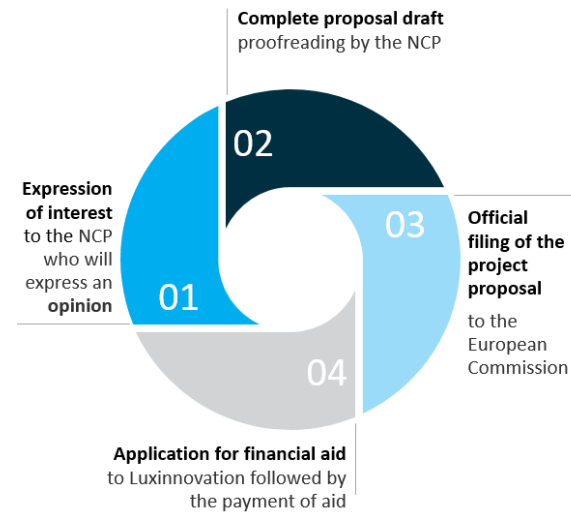
Companies wishing to set up a proposal must contact the National Contact Points (NCP) for Horizon 2020 projects as early as possible in the project development. If possible, this should be done by filling out the [project sheet](#) accessible on the Luxinnovation website in the "[Fit 4 Horizon 2020](#)" section.

Our team will contact the project leader within 2 to 3 weeks to discuss the project in detail and provide support.

## Research & Innovation Action/Innovation Action procedure

Once the collaboration with Luxinnovation has been established, project leaders must submit a **declaration of interest** to the NCP including all the elements of their project (project file, [certificate informing about the number of employees](#), balance sheets for the last two financial years closed (if the balance sheet is not available on the [register of commerce](#)). The information provided should at least cover the following points:

- The targeted topic
- The approach
- The budget estimate
- The consortium partners' name
- An overview of support received so far under the *Fit 4 Horizon 2020* programme
- Information about whether the company wants to work with a consulting firm and, if so, the name of the consulting firm



Luxinnovation can provide you with information about consulting companies with relevant experience. If the company itself suggests a consulting company, it will have to justify its choice based on the positive experience of the consulting company in the framework programme.

The declaration of interest to the NCP must be submitted **no later than 6 months before the deadline** of the call (3 months if the company participates as a project partner).

Following the assessment (10 days) of the file and a possible appointment, Luxinnovation will formulate **an opinion** on the declaration of interest that will be taken into account later when the company applies for financial assistance.

The coordinator or the partner must submit **a complete draft of the proposal to the NCP 2 weeks before the official deadline of the concerned call for proposals at the latest. If this deadline is not respected, the attribution of the *Fit 4 Horizon 2020* will be cancelled.**

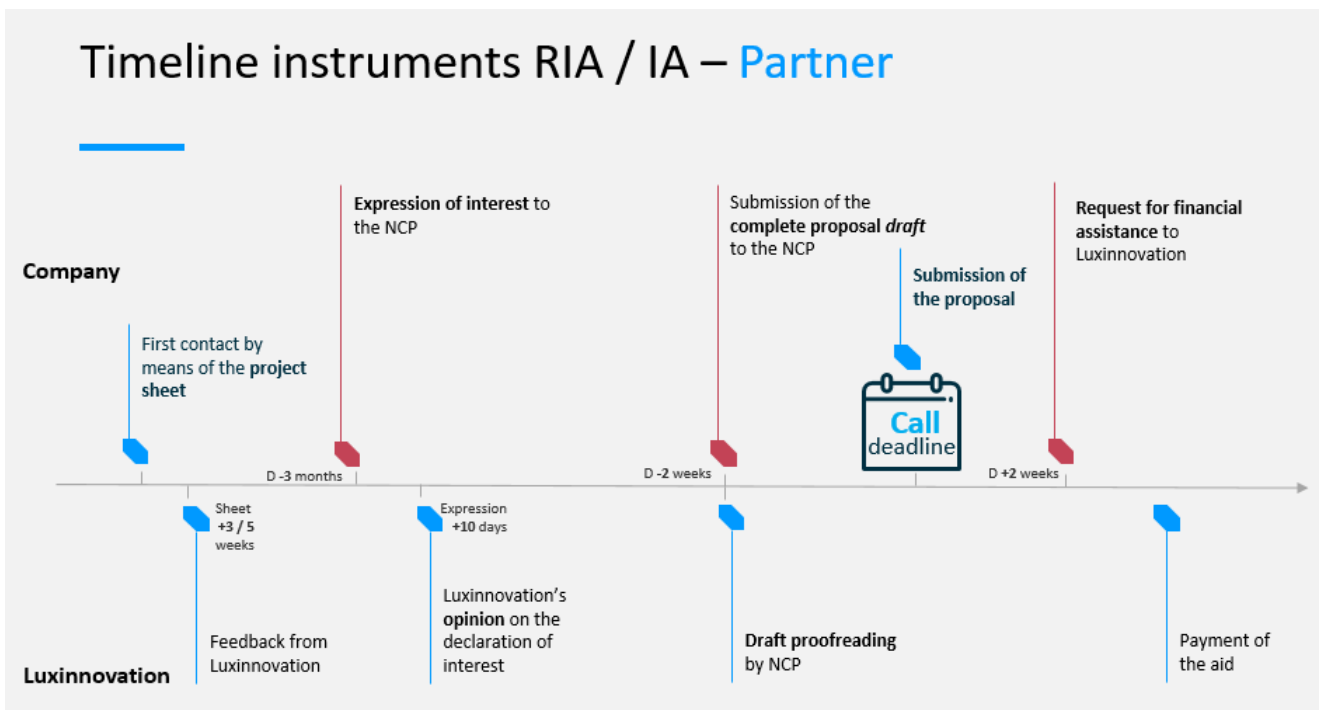
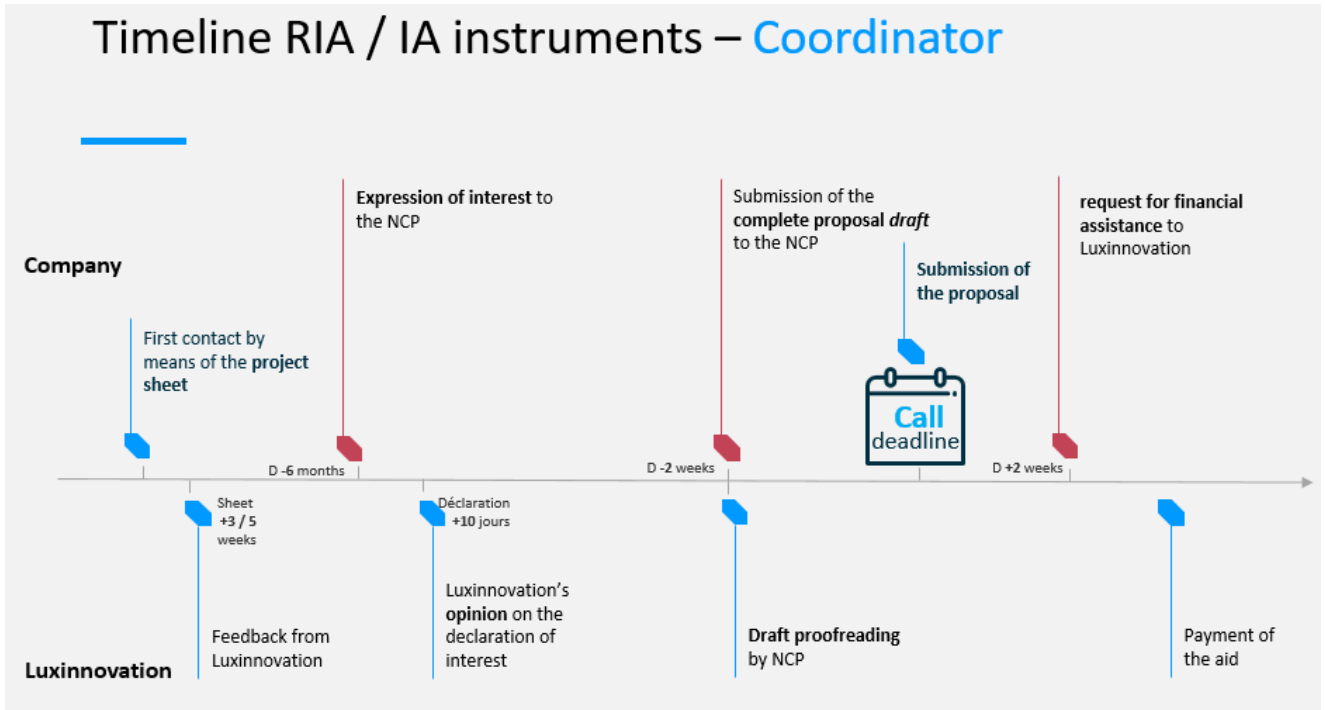
## Payment of the aid

The company should submit a request for financial assistance to Luxinnovation within 15 working days of the official submission of the project proposal to the European Commission containing:

- The proof of submission of the file to the European Commission
- A copy of the proposal
- A copy of the paid invoice from the consultant
- Luxinnovation's opinion on the declaration of interest
- A declaration of *de minimis* aid

Luxinnovation will forward the request for financial aid to the Directorate-General for Research, Intellectual Property and New Technologies at the Luxembourg Ministry of the Economy.

## Timeline Coordinator and Partner



## SME instrument phase 2 procedure

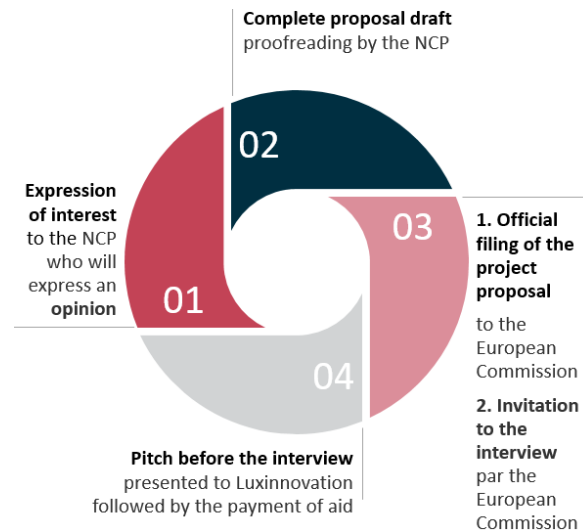
A Luxembourg SME must submit a declaration of interest to the NCP no later **than 3 months before the deadline** with the elements of its project containing at least:

- The targeted topic
- The approach
- A budget estimate
- An overview of support received so far under the Fit 4 Horizon 2020 programme

It is imperative that the project leader submits a full draft of the proposal to the **contact NCP 10 days before the official deadline. If this deadline is not respected, the *Fit 4 Horizon 2020* grant will be canceled.**

If the project leader receives a positive evaluation of the proposal by the European Commission, and if the SME is invited to the interview, the project leader must imperatively:

- Make an appointment with Luxinnovation upon receipt of the invitation
- Present its pitch to the Luxinnovation team before the interview at the Commission.



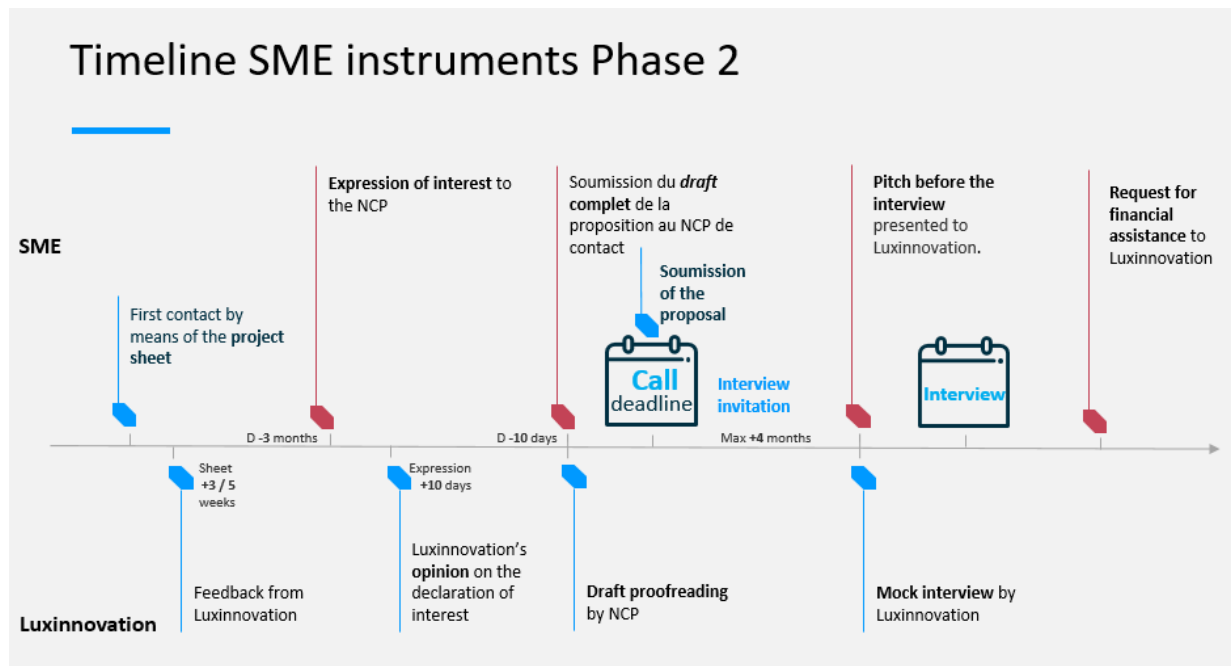
## Payment of the aid

After the official submission of the project file to the European Commission, the company must submit a request for financial assistance to Luxinnovation, containing:

- The mail announcing the acceptance of the written proposal and the invitation to the interview
- Proof of the applicant's participation in the interview
- A copy of the proposal
- Luxinnovation's opinion on the declaration of interest
- A declaration of *de minimis* aid

Luxinnovation will forward the request for financial aid to the Directorate-General for Research, Intellectual Property and New Technologies at the Luxembourg Ministry of the Economy.

## Timeline SME instruments Phase 2



## Contact person

For any additional questions about *Fit 4 Horizon 2020*, please contact

**Benjamin Questier**  
Head of European Funding  
T +352 43 62 63 - 667 / M +352 621 985 164  
[benjamin.questier@luxinnovation.lu](mailto:benjamin.questier@luxinnovation.lu)